



## 2022 Business Pollution Prevention Program Application

Please review, fill out, and submit all pages of this application for consideration. Ramsey/Washington Recycling & Energy (R&E) reserves the right to revoke grant awards if the customer or contractor violates program rules and procedures. R&E is not obligated to award grants should an R&E contractor or other party misrepresent this grant program to a prospective grantee.

### Overview:

Ramsey/Washington Recycling & Energy has created the Business Pollution Prevention Program to fund innovative green business practices that reduce pollution of air, land and water. The Business Pollution Prevention Program (BPP) offer is a 50% funding match up to \$50,000 for each project that reduces or eliminates:

- Volatile Organic Compound (VOC) emissions
- Perchloroethylene (PERC) emissions

Applications are reviewed by a panel. Projects that convert to the most preferred technology and/or chemical substitutions may be eligible for higher levels of funding than those that convert to less preferred alternatives. Projects located in areas where communities or populations are identified by Ramsey County and/or Washington County as particularly vulnerable to harmful air quality are encouraged.

### Eligibility Requirements:

1. The applicant must be able to demonstrate that the project has measurable reduction of at least one of the emission types mentioned above.
2. Owners must be able to provide a minimum of 25% of project costs\* (50% of project costs if grant funds from sources other than the BPP Program are not available). Owner contribution can come from a variety of non-grant sources including self-financing, no-interest loans, commercial loans, etc. Environmental Initiative, R&E's grant program contractor, will work with businesses to identify additional sources of funding.

**Example: \$100,000 project = \$25,000 from business owner, \$50,000 from BPP funding, \$25,000 from other funding source.**

*\*If applying prior to June 30, 2022, businesses will be eligible for the Pandemic Relief Incentive which allows that other grant funding sources could be included toward the business contribution, with a maximum non-grant business contribution of 5%. More information can be found [here](#).*

3. Grant funding may only be used to reduce emissions from business operations located in Ramsey County or Washington County.
4. Business must be in compliance with all federal, state and local hazardous waste management and other environmental rules, regulations and requirements.

**Applications are accepted on a rolling basis.**

## Business Pollution Prevention Program Grant Process

### Prior to applying:

- Meet with the R&E's grant program contractor, Environmental Initiative (EI), to review your project. EI will work with you on the technical aspects of your project, seek additional match funding and other resources, assist with application completion, make connections to potential suppliers of equipment and products and provide other assistance needed for successful completion of the project. EI services are provided at no cost to you.

### How to apply:

- Fill out program application.
- Attach to application:
  - Supporting documentation of expected hazardous waste and emission reductions.
  - Contractor bid(s), materials lists and any other project cost documentation for the work being done.
  - Proof that the applicant is the owner on record for the property or business where R&E funds will be used to complete the project (i.e. copy of property tax record, business license, etc.).
- Email application and all attachments to [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org). You may also request alternative delivery formats by contacting this address.

### Upon award:

- Sign a grant award contract with EI no later than 90 days after receiving a program acceptance email. R&E will consider applicants that do not meet this requirement to have forfeited their award, and the funds will be reallocated to a different project.

### After the project is completed:

- All project activities funded by the grant must be completed within 12 months of signing the grant award contract with EI. Extensions may be considered on a case-by-case basis.
- Email the items listed below to [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org). If more than one contractor or vendor is used, there must be complete sets of these documents for each contractor or vendor.
  - Before and after photographs highlighting the project.
  - Proof of a final inspection by the pertinent regulatory entity for any work requiring a permit.
  - Dry cleaners only: Proof of decommissioning of PERC equipment, including documentation from decommissioning company and a photo of machine after being decommissioned (if available).
  - Final paid invoice(s) from the contractor(s) or vendor(s) showing the total project costs to be covered by grant funds.
  - A lien waiver, which is a statement issued by a contractor/vendor that advises the customer that the contractor/vendor has been paid in full for the total cost of products and/or services, is satisfied with the compensation they have received and is waiving their right to place any liens on the property for work completed/products.



### Other rules and procedures

- Funds are allocated based on what is approved from the grant application. Applicant is responsible for arranging all the upfront project financing. Applicant must be financially capable of awaiting reimbursement until all contract obligations have been fulfilled and R&E confirms that project work has been completed to its satisfaction, as stipulated in the grant agreement.
- Eligible expenses include testing and analysis, equipment costs, installation (including contractor materials and labor), essential staff training on new equipment/processes, commissioning of new equipment, decommissioning of old equipment, and other expenses deemed necessary by R&E for project completion.
- BPP funds can only be used to compensate for materials, labor and eligible professional services specified on the bid(s) or other project cost documentation submitted with the application. Ineligible costs include staff time/costs and indirect and overhead costs of the business, among others as determined by R&E.
- Any contractors who perform work at the property must possess all local and state licenses required to perform the work and must comply with all licensing requirements.
- All work conducted in the project must be conducted under and comply with all applicable local, state, regional and national zoning, building and fire codes and required permits.
- Before the applicant pays a contractor or vendor, the applicant is responsible for ensuring that the products, equipment, and installation or other services provided by contractor or vendor have been completed satisfactorily. R&E is not responsible for reimbursement of an applicant's costs for unsatisfactory products, equipment or services.
- All businesses approved for a grant must be willing to have photos taken of their project and may be asked to have a success story written about the project. By submitting an application, the applicant agrees to all terms, rules and procedures in the application.

### Application Procedure



**For information in languages other than English,  
please contact [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org)**



## Business Pollution Prevention Program Application

*Complete all sections on this application.*

### Applicant information:

Date:

Business Name:

Business Type:

Contact Name:

Business Address:

Project Address (if different from business address):

Primary Business Phone:  Mobile Phone:

Email:

How many employees does your business have at the project location?

### Business Demographics (optional)

We want to better understand who our program is reaching and how to meet the unique needs of each business. Please check any boxes that apply to your business.

#### Business Ownership (select all that apply):

- Women owned  American Indian/Alaska Native owned  Asian owned  
 Black or African American owned  Latino/Hispanic owned  White owned  
 Two or more races owned  Immigrant owned  Not applicable

Is your business registered as a Small Business Enterprise (SBE)?  Yes  No

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### To be completed by EI representative:

Health Score:

Environmental Justice Score:

Total Score:



## Business Pollution Prevention Program Application (Continued)

*Complete all sections on this application.*

### Summary of Request:

Describe the proposed project in detail. List all products and/or equipment that will be phased out. List the alternative products and/or equipment that are proposed to be acquired and used through this grant opportunity. Describe how the proposed products and/or equipment will be integrated into your current processes.

### Estimated Outcomes and Impact:

Describe the anticipated emissions and hazardous waste reduction outcomes of the project, such as the reductions in hazardous waste, VOCs, and/or other chemicals. Describe other anticipated impacts of the project, such as improved safety for workers, enhanced customer experience, etc.

## Hazardous Waste and Emissions Reduction (EI and MnTAP to complete)

Please complete the attached Excel spreadsheet to document the hazardous waste and emissions reductions anticipated from the proposed project.

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Please list/describe your source of matching funds (loans, other grants, private financing, etc.):

### Application Questions

1. Review by EI representative

Representative Name:

Representative Signature:

2. How did you hear about this program?

3. What are direct and indirect advantages to your business, employees, customers and community of completing this project?

4. What motivated you to start this project? (i.e., health of workers, productivity, savings, etc.)

5. Is your business interested in reducing waste and improving recycling with free technical assistance and grants? (Click [here](#) for more information.)

Yes  No

